

MACFARLANES

MEANINGFULLY
DIFFERENT



macfarlanes.com/careers

Contents

Welcome	3
Why Macfarlanes?	4
Meet a trainee	6
Our client work	8
Meet a solicitor	10
About us	12
Meet our inclusion & CSR team	14
Who we're looking for	16
Experience Macfarlanes	18
Meet a trainee	20
Our graduate programme	22
How to apply	24
Meet a partner	26

welcome

/ˈwelkəm/ culture

How we want you to feel as part of our firm

Join Macfarlanes and you won't be just another trainee. You will have the chance to build your career here. You will be a key part of a close-knit team undertaking important work for diverse clients. This is an opportunity with a difference.

We are an independent London-based law firm with a client base from around the world. We handle work of the highest quality and complexity for our clients which could be anything from corporate, real estate or litigation through to private client advice.

Much of what we do is international in scope, yet our size means we have a supportive culture that is underpinned by the quality of our people and clients.

You will be part of a cohort of just 30 trainees and, because we all work under the same roof, we really get to know each other well. In our inclusive environment, you will always be recognised for who you are as well as for the work you do.

We are a firm that will nurture your talents, give you real responsibility from the start of your career and ensure you have every chance of partnership if that's the path you choose.

“At Macfarlanes, we are passionate about delivering exceptional quality to our clients, and exceptional learning experiences to our trainees. We know that our trainees are the future of the firm. The opportunities for bright and talented individuals are huge. The differences are clear.”

Seán Lavin, Partner and Head of Graduate Recruitment

Why Macfarlanes?

As a trainee at Macfarlanes, you can expect genuine responsibility from the word go. You will work alongside partners in small, supportive teams on high quality work. Life with us means being part of a fast-paced, intellectually stimulating environment and interacting with clients from day one.

Our training is exceptional, combining hands-on experience with a first-class technical education. Continuous development is part of the fabric of Macfarlanes. By investing in you, we are investing in the future of our firm.

We believe that the best way for you to become a solicitor is to do the work of a solicitor from the beginning, but with the mentoring and guidance you need to feel confident in everything you do.

As soon as you begin your training contract, you will have the opportunity to make a real impact and to get ahead quickly.

We work hard, but in a friendly and collaborative atmosphere. Our partners are there to support and encourage you, helping you to succeed at every stage.

partner

/'pa:tən / people

*An expert and a leader
whose door is always open*

Isobel Morton
Partner, Private client



Michael

/ˈmaɪk(ə)l/ people

*Queen's University Belfast Law
graduate and 2017 trainee*



I chose Macfarlanes because of its high quality work and excellent training. I also liked the idea of a smaller trainee intake, as I felt this would give a more personal experience.

A collaborative atmosphere

I feel that one of the big differences to other law firms is the collegiate atmosphere. Partners are approachable. I often walk straight into their offices to ask a question, and the new building is a brilliantly collaborative place to work.

Training is tailored to each practice area and focuses on the practical rather than the bureaucratic side of knowledge sharing. Not least because at Macfarlanes you get close supervision, sitting with a partner or senior solicitor in every seat. Most practice areas also provide training by external speakers such as QCs for the litigation team, which is an interesting addition.

Investing in my future

People here are always willing to invest their time in you as an individual. The graduate recruitment team is really helpful in doing as much as possible to get you into the practice areas that you want during your training contract. The firm's also investing in more flexible ways of working. For example, all solicitors are being given the choice of a Surface Pro computer in order to be able to work in different locations. With the firm's high retention figures, it is comforting to know that if you work hard and apply yourself, you are likely to get offered a place on qualification.

“We are told on a regular basis that we are the future of the firm and it’s clearly a message that is truly believed by the partnership.”

Hear more from our trainees on our website: www.macfarlanes.com/careers.

Our client work

We are large enough to advise our clients on the most complex, technically challenging international matters. We are also small enough to be able to give you direct responsibility in close-knit teams - you will be working alongside partners and senior solicitors who will be more than happy to share their expertise. Our clients include:

Private equity sponsors

We have been at the forefront of the private equity world for about 40 years – our knowledge enables us to help clients throughout the life-cycle of a fund.

Private companies

We provide technical, commercially-driven legal support for in-house teams and give their management teams expert advice.

Public companies

We work with a range of clients, from global corporates to newly listed companies, on high-end work like cross-border public takeovers and capital raisings.

Private clients and family offices

We help international private clients plan, hold and manage their assets.

Real estate investors and developers

We work across all sectors of the real estate industry on multifaceted and high-profile investment and development projects.

Technology companies

Whether a business is a start-up at the cutting edge of AI and machine learning, or an established big data analytics company looking to IPO, we have ingrained knowledge of the issues they need to consider.

Alternative asset fund managers

We help clients with a range of challenges, including setting up new businesses, launching new products, getting finance and deploying capital.

Banks and alternative lenders

We provide expertise to banks and credit funds looking to raise, leverage and deploy capital. We help clients to protect their investments and recover their capital.

Executives and business leaders

Business leaders seek our advice on a wide range of demanding matters – we help them navigate regulatory, legal risk and reputational issues.

Institutional asset managers

We provide advice and support on everything from day-to-day operations through to special projects such as launching a new product or carrying out M&A transactions.

global

/ˈglɒbəl/ scale

*Our outlook as we undertake complex
work for major clients around the world*



Alex

/'æləks/ people

*2014 trainee who became a
solicitor in our litigation group*



The biggest surprise? The level of responsibility early on. As a trainee in the corporate and M&A group, I assisted on Visa Inc's €21.2bn acquisition of Visa Europe, an association owned and operated by around 3,000 European financial institutions.

A complex and absorbing deal

Working as a corporate and M&A trainee on a deal of this size with so many jurisdictions was uniquely dynamic and interactive. My main role was assisting in the due diligence exercise. It involved scrutinising every aspect of the target company to ensure that the client knew precisely what it was buying and the associated legal risks.

Many interesting legal issues were uncovered and analysed. As the co-ordinator of the due diligence report, I was in constant communication not just with more senior members of the corporate and M&A group, but also with the other side's M&A group, partners and solicitors in other practice areas across Macfarlanes, overseas counsel and the client.

What sets Macfarlanes apart?

I continue to be surprised by the responsibility and autonomy I have. As a newly qualified solicitor, I acted as sole associate for the majority of a €60m cartel damages case, which we saw right up to trial.

Macfarlanes offers unique access to a combination of the best corporate work and the best private client work. The firm has a very clear focus on the maintenance of quality above everything else – hence the unwillingness to grow too big.

“Feedback is embedded into the culture here. Partners and solicitors go out of their way to ensure that I know how constantly to improve.”

ninety-four

/ˈnainti-fɔː/ people

The average percentage of trainees who stay with us on qualification

About us

FOUNDED
1875
(we've never merged)



85
PARTNERS*



260
SOLICITORS*

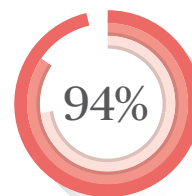


60
TRAINEES*

London-based with clients all over the world

Over 70 per cent* of our corporate work is multi-jurisdictional

Last year, our work involved over **75 jurisdictions***



94%
TRAINEES STAY
WITH US ON
QUALIFICATION*

£44,000*
FIRST-YEAR
SALARY

£49,000*
SECOND-YEAR
SALARY



53%
PARTNERS TRAINED
AT MACFARLANES*

£80,000*
QUALIFICATION
SALARY

Our expertise

Commercial, brands, IP and IT	Finance	Pensions and pensions de-risking
Competition / antitrust	Financial services regulation	Private client
Construction and engineering	Incentives and remuneration	Private equity
Corporate and M&A	Insurance	Real estate
Derivatives and trading	Investment management	Restructuring and insolvency
Employment	Litigation and dispute resolution	Tax

A few of our clients



DERWENT
LONDON



OmnicomGroup



"We have worked closely with Macfarlanes since day one, when they incorporated the company. Since then, they have supported us through our growth and our fundraising rounds. We particularly value their ability to move quickly and their creativity in finding solutions to some of the more unusual situations that we have faced along the way."

Improbable, Patrick Timoney, VP Business Operations

"Having myself been a trainee and a solicitor for a number of years at Macfarlanes, it is great to now have the opportunity to work with them from the other side as part of Virgin. The experiences and commercial exposure I had whilst training and working at Macfarlanes have certainly played a huge part in developing me as a lawyer and in shaping the role I do today."

The Virgin Group, Robert Blok, Group Legal Director

Louise and Masuma

/lu:'i:z ænd muh-zoo-muh/ people

Our inclusion and CSR team



We both came from large corporate backgrounds and one of the reasons we chose Macfarlanes was for its size. Being all together in one place as one close-knit community means we are able to see first-hand the tangible impact that our work is having.

Inclusion

Macfarlanes is committed to fostering inclusion across the firm by recruiting, retaining and promoting fairly and ensuring that everyone has the same chance to develop and advance. We are currently championing an inclusion programme with bespoke action plans for each practice area, which we hope will have a lasting legacy. We also have three inclusive staff networks: BAME & friends, LGBT & friends and Balance, a forum for all staff trying to manage careers and home lives. They all enable discussion, networking, support and the sharing of useful or illuminating information.

“The two solicitors who handled my case were lovely. They listened and helped alleviate my anxiety.”

Pro bono clinic client

CSR

Our CSR falls into four main categories: access to justice, supporting opportunity, charity partnerships and sustainable business. From fund-raising for our Charity of the Year, to our Community Day, which allows every member of staff to take one paid day per calendar year to volunteer for a neighbourhood project, we look to make an active contribution. We also have a partnership with St Hilda's East Community Centre in Tower Hamlets where we provide a weekly pro bono legal clinic to individuals who wouldn't otherwise be able to afford legal advice. It's our small contribution to trying to close the 'justice gap'.

“As well as spring-cleaning the foodbank, we were able to spend time with 10 other people from across several practice areas as we all mucked in together.”

Community Day participant

Who we're looking for

At Macfarlanes, we don't have any preconceptions about who you are or where you're from. In fact, we were one of the first law firms to introduce CV-blind assessments. We want people who are academically strong, with determination and drive. However, we aren't looking for any particular educational background. For us, it's your potential that really counts. We'll always value you for who you are, for the skills you can add to our team and for all the qualities that make you, you.

We expect you to have a 2:1 degree or above – that could be in law or in another subject. Ambition is important too. From the very first day of your training contract, you can expect to deal with clients, support important matters and be a representative of the firm. Our clients are very varied but, because they tend to be commercial in their approach, we'll want to see some entrepreneurial spirit in you.

Most of all, we'll want to see that you have resilience, determination and exceptional communication skills. You must be confident when it comes to giving advice and making decisions.

Lastly, at Macfarlanes, we believe we can all learn from each other. So you're as likely to be asked for your ideas and opinions when you're a trainee as you are if you become one of our partners. We think of everyone here as a teacher.

difference

/ˈdɪfrəns/ culture

One of the things we value most in our trainees



Experience Macfarlanes

We run a series of events and programmes designed to give potential applicants an insight into what it would be like to join us as a trainee solicitor.

Meet us

Our trainees, partners and graduate recruitment team attend a number of universities so that you can come and meet us on campus. We also run practice area open days enabling you to speak directly to lawyers about the work they do. Meanwhile, our in-house events give you the chance to meet our senior partner.

First year insight day

This is an opportunity to get a sense of what life is like at Macfarlanes. It includes:

- *A negotiation exercise*
- *Speed networking*
- *Lunch with trainees, solicitors and partners*
- *An application skills workshop*
- *Work-shadowing a trainee – you will get to see the real work that goes on here*

We'll advise you on how to make good applications and, because the day is all about helping you decide if a career in law would be right for you, we recommend that you come armed with plenty of questions.

Vacation schemes

The opportunity to experience Macfarlanes begins with our vacation scheme assessment days. You will spend an afternoon work-shadowing one of our trainees as well as being assessed for a place on the vacation scheme itself.

As a vacation scheme student, you will gain an insight into life as a trainee over the course of two weeks. We'll make sure you get the hands-on experiences you need to build your understanding of what we do and how we do it. That could involve drafting documents, carrying out live research, going to client briefings or meeting counsel alongside a partner, solicitor or trainee. The two weeks will be split across two different practice areas to maximise your exposure, and you will work on a mock transaction during that time too. There's also a social element to the programme so you will have plenty of opportunities to network and to ask the kind of questions that will help you decide if your future lies with us. In the second week of the vacation scheme you will have the opportunity to be assessed for the training contract.

Visit our website for further details on our events and programmes: www.macfarlanes.com/careers.

Your path to success:



Experience Macfarlanes

MEET US

Join us on campus or attend one of our in-house events.

FIRST YEAR INSIGHT DAY

You need to be in either the first year of your undergraduate degree or the second year of a four-year undergraduate degree (in any subject).



Applications open: 1 October



Deadline: End of February

VACATION SCHEME

You need to be in at least the penultimate year of your degree (in any subject).



Applications open: 1 October



Deadline: 31 January

Join Macfarlanes

LAW GRADUATES

NON-LAW GRADUATES

You will need to complete the Graduate Diploma in Law (GDL) before taking the Legal Practice Course (LPC).

LEGAL PRACTICE COURSE (LPC)

Every trainee completes our tailored, full time LPC at the London Holborn branch of BPP Law School before starting the training contract.

TRAINING CONTRACT

You will need to be in the penultimate year of a law degree, in the final year of a non-law degree, or have graduated.



Applications open: 1 October



Deadline: 31 July

NEXT STEPS



Towards the end of your training contract, you will apply for a role as a qualified solicitor in one of our practice areas.

Gwen

/gwen/ people

*Manchester University French
graduate and 2017 trainee*

The vacation scheme was an excellent introduction to the work and culture of Macfarlanes. During the two weeks, I could see this was a firm with a visible absence of hierarchy, with doors always open and partners that were approachable and friendly.

An illuminating fortnight

On the scheme, we had the chance to sit in two different practice areas and were given meaningful and interesting tasks to complete. We also took part in the mock negotiation of a sponsorship agreement that gave us an insight into the type of work a corporate lawyer may do.

We were given ample opportunity to interact with partners, from practice area talks to a Q&A session with the senior partner. The friendly nature of the firm was apparent from the multitude of social events hosted by graduate recruitment and we were made to feel welcome by trainees and solicitors alike.

My first seats

I started my training contract in the corporate and M&A group which is an excellent first seat that provides exposure to every practice area in the firm and is highly collaborative. I was given a high level of responsibility from the beginning, which enabled me to build my confidence quickly and increase my commercial knowledge.

I am now on my second seat in the construction group, which is more specialised. One of the main sources of job satisfaction for me at the moment is being able to see the physical impact of my work and the developments that I'm working on go up all around me.

“On the vacation scheme, I could see first-hand the diligent and supportive supervision given to the trainees.”

Our graduate programme

We offer a bespoke programme that begins with our tailored LPC and is followed by a training contract offering high quality work alongside excellent mentoring and regular feedback.

Graduate Diploma in Law (GDL)

If you've studied a non-law degree, you will study the GDL from September to June / July. You can choose your preferred provider and we'll cover your fees as well as giving you a maintenance grant.

Legal Practice Course (LPC)

All our trainees study the Macfarlanes-specific LPC programme at the BPP Law School. From September to February, you will study the compulsory elements of the LPC. From March onwards, you will study electives which have been specially designed for Macfarlanes and its practice. This will be supplemented by seminars and social events held in our offices and you will be paired with a trainee mentor. We'll cover your fees and provide a maintenance grant.

As a future trainee, you will need to achieve a commendation or above in both the GDL and LPC.

Training contract

We'll make sure you have the perfect blend of hands-on experience and ongoing learning opportunities. You will spend six months in four different practice areas, including a compulsory corporate and M&A seat.

We'll allow you to shape your training contract. You will have the opportunity to submit your seat preferences and we'll do our best to ensure you get to work in the seats that most interest you. In each of your seats, you can expect to share a room with a partner or senior solicitor who will support you every step of the way. You will also follow an intensive schedule of seminars and lectures presented by partners or senior solicitors.

Feedback and mentoring

We'll give you feedback in both mid-seat and end-of-seat reviews to help you gauge your progress. You will be allocated a partner mentor who is personally responsible for you for the duration of your training contract. As well as that, all our trainees are divided into small 'constituency' groups to give you direct and regular access to your own Trainee Solicitor Committee partner, who can discuss any issues you have, and will also be with you at your six-monthly reviews.

Trainee survey

We invite our trainees to take part in an anonymous survey each year so that we can gather feedback and then improve our systems and processes.

bespoke

/bi'spəʊk/ development

The kind of training you can expect from us

teacher

/ˈtiː.tʃər/ culture

Every member of our team, including you

Valery Nformba
Solicitor, Finance

How to apply

Applications for all our programmes are to be made online. We review applications on a rolling basis so the sooner you apply, the sooner we can process your application. If you need any support with your application, just let us know by calling us on 020 7831 9222 or emailing us at gradrec@macfarlanes.com.

First year insight day

You don't necessarily need to be studying law to join us for our first year insight day. Applications for our first year insight day will open on 1 October and will close on the last day of February. If your online application for the first year insight day is successful you will be invited for a telephone interview before being offered a place on the day. Telephone interviews are held from January onwards.

Vacation scheme

Applications for our vacation schemes will open on 1 October and close on 31 January. If your online application for the vacation scheme is successful, you will be invited to one of our assessment days – this will involve a group exercise, a written exercise and an interview with one of our partners. Our assessment days begin in early January, so we recommend submitting your application as soon as you can.

Training contract

The first stage of our assessment process for the training contract is an application form. If successful you will be invited to our assessment day. On the assessment day you can expect a partner interview, a written exercise, a group exercise and an in-tray exercise. You don't need to have attended one of our vacation schemes and if your application for the vacation scheme wasn't successful, you can still apply for a training contract.

The majority of our assessment processes for both our vacation schemes and training contracts are scored CV blind. We also use a contextual recruitment tool to understand each applicant's achievements in the context in which they have been gained. We understand that not every candidate's achievements look the same on paper and we are a firm that believes passionately in meritocracy and diversity.

Applications for our training contracts open on **1 October** and close on **31 July**. Our assessment days will run from **January** through to **September**.

See our website for more details: www.macfarlanes.com/careers.

The combination of big ticket work and a collegiate culture makes Macfarlanes unique. Being a firm which relies on the quality of its people, we understand the importance of investing time in junior members of the team - this is just as important as the work itself.

Why Macfarlanes?

The size of the firm and its culture mean that everyone knows each other and people are approachable and supportive, but Macfarlanes still gives you an opportunity to work for big brand clients on challenging and complex transactions.

A series of secondments

As a solicitor, I completed three secondments, including one at a small private equity house specialising in turnaround / distressed investments, one at a multinational commodities trading company in Switzerland and my most recent one at a leading American law firm in New York. All three were great experiences, giving me both an insight into working as an in-house lawyer and also observing how a leading US law firm serves its clients' needs.

My route to partnership

My journey to partnership was relatively traditional: trainee, solicitor, senior solicitor then partner. As a trainee my focus was to throw myself into everything and approach everything with an open mind. Having decided that my future was as an M&A lawyer and qualifying into the corporate and M&A group, my priority became getting as much experience in as broad a range of areas as possible. As I became more senior, the prospect of partnership became more tangible and was increasingly discussed in my reviews so I always felt I knew where I was on the partnership track and where I needed to improve to ensure my progression. Existing partners in the team were also invaluable in sharing their experiences with me and demystifying the process.

“Highlights? It’s hard to beat calling successful applicants to tell them they have a training contract. That’s one of the most pleasurable aspects of the job.”

Justin

/ˈdʒʌstɪn/ people

*2005 trainee who became a partner
in our corporate and M&A group*



MACFARLANES

MEANINGFULLY DIFFERENT



Call us **+ 44 (0)20 7831 9222**



Email us **gradrec@macfarlanes.com**



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